

Important Notes to prospective bidders:

- The Contracting Officer (CO) of the U.S. Embassy Abu Dhabi is the point of contact (POC) until the contract is awarded. The Contracting Officer's Representative (COR) becomes the primary POC after the contract award. After award, the awardee will be notified of the COR appointment.
- The contract will be awarded based on Lowest Priced Technically Acceptable (LPTA) bidder as the U.S. Government (USG) is very transparent and treats all bidders equally and without prejudice.
- This contract is for a base year with one-year option year for renewal. Furthermore, this is a firm-fixed price contract and hence when submitting the quote, bidders should estimate the pricing with consideration to the economy, inflation, etc. Once awarded, there will be no cost correction/adjustment for the bidder's costs as reflected in their final offer.
- The pricing should be submitted in the same format of the solicitation in AED.
- Bidders must exclude the Value Added Tax (VAT) amount. The pricing table should NOT show the VAT calculation; however, once the contract is awarded, the Contractor will submit all relevant tax invoices including VAT. Once verified, the Embassy will pay the full invoice value.
- Though it is not a consideration factor for acceptance of your bid, the Embassy strongly recommends that bidders register in the System for Award Management (SAM) prior to submitting their bids. A SAM registration is required for the government to make an award. Registration is free but time-consuming. Please visit our website at <https://ae.usembassy.gov/embassy-consulates/abu-dhabi/contract-opportunities/> for additional instructions.
- Bidders must submit an audited financial statement for the past three years – not just a print out of the Statement of Account from their banks – in order for the USG to evaluate the financial resources of the bidders.
- Fill in all the applicable blanks in Section 5 of the solicitation.
- To be acceptable and eligible for evaluation, bids must be prepared in accordance with Section 3, and must meet all the requirements set forth in the other sections of the solicitation.
- Bids will be evaluated in two phases: Technical Evaluation and Price Evaluation.
- Food tasting will be conducted at the Marine Security Guard Residence (MSGR) during the technical evaluation process to those bidders who would be deemed technically acceptable by the Technical Evaluation Panel (TEP).
- In the case of a discrepancy between the physical and electronic copy of your proposal, the physical proposal will be the controlling document.